# Director Induction Process

*In this document the terms ‘Board’ and ‘Director’ are used but the terms ‘Committee or Council’ and ‘Committee member or Councillor’ many be used instead as appropriate. The term ‘Constitution’ can be substituted with ‘Rules’.*

Organisations should have policies and procedures in place which clearly outline the induction processes for newly appointed directors. Overseeing induction should be assigned to a specific officer of the organisation depending on structure and mode of incorporation e.g. the Company Secretary or Public Officer. Processes should be relevant to the nature of the organisation for the initial interaction with the newly appointed director.

The following actions can facilitate the smooth induction of the new director into the organisation:

## Director Induction Pack

Provide a **formal letter of appointment** to the Director containing the following details:

### Information for Director:

* terms and conditions of appointment
* term of office
* agreed travel and reimbursement details, fees (if any)
* committee/subcommittee responsibilities (if any)
* insurance cover - directors’ and officers’, travel, other
* appointments to other boards - restrictions / conditions

### Information to be collected:

* consent to act as a director – form attached
* director declaration of interest – form attached
* Director Identification Number (DIN) if Company Limited by Guarantee or holding an ARBN
* Agreement to abide by the Governance Charter and Director Code of Conduct – form attached
* director bio for website & annual report

### Attachments or links - Organisational information:

* latest annual report plus any half year or quarterly announcements
* constitution / by-laws
* organisation’s code of conduct
* current strategic / business plan
* latest risk register presented to the board
* The association’s recent communications to members including any magazines, brochures, etc
* association structure with names of senior management team (if any) plus any bio information
* outline of upcoming key activities e.g. Conference, major events, etc

### Attachments or links - Board information:

* Governance charter
* board members - names and contact details
* proposed board meeting calendar and schedules, including meeting times, dates and venues including proposed method of holdings meetings i.e. in-person or using technology
* proposed committee/subcommittee meeting calendars (if any) with times, dates and venues including proposed or preferred method of holdings meetings i.e. in-person or using technology
* committee/subcommittee involvement and terms of reference / charters (if any)
* distribution of board papers — process and document management of board-related materials and confidential information
* previous minutes of board and committee meetings, for example, copies of minutes for the last three meetings.
* Media and social media policies.
* travel and reimbursement arrangements and relevant standard forms
* expectations of ongoing professional development.
* If audited, the annual audit management letter received from external auditors or any other recent audit reports provide to the board

## Induction Sessions

1. Arrange a meeting with the company secretary (if any) / EO on governance processes of the organisation and board, and financial reports and budgets
2. Arrange a meeting / briefing with the Chair to discuss the processes of the board.
3. Organise ‘buddying’ arrangement with more experienced director if appropriate.
4. Arrange for site visits, if relevant.

## Matters Arising from Induction

1. Email address set-up and access to Board portal (if any) arranged.
2. Resolutions adopted to approve board and committee appointments and changes.
3. Update the organisation’s website with board composition and bios.
4. Resolutions prepared for any changes to authorised signatories.
5. Lodgement of notices with the respective agencies / organisations of new appointments / resignations.
6. Provide all directors with current standing notices of interest of new and existing directors .

## Feedback and Review Process

1. Follow up calls by Chair and EO (if any) to the new Director(s) to confirm understanding and gain initial feedback.
2. Provide any additional support required.

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